



# MAYOR AND COUNCIL AGENDA

NO. 14

DEPT.: Recreation and Parks

DATE: September 29, 2004

**ACTION:** Briefing on City Hall Renovation and Improvement Project

**ACTION STATUS:**

**FOR THE MEETING OF:** 10/4/04

INTRODUCED  
PUB. HEARING  
INSTRUCTIONS  
APPROVED  
EFFECTIVE

**ROCKVILLE CITY CODE,**  
CHAPTER  
SECTION

☐ CONSENT AGENDA

**RECOMMENDATION:** Staff will provide a briefing during the meeting and answer any questions the Mayor and Council may have.

**IMPACT:** ☐ Environmental ☐ Fiscal ☐ Neighborhood ☐ Other:

**BACKGROUND:**

The City Hall Renovation and Improvement Project is underway. The project actually began in the early summer with the conversion of the "Bouic House," located at the south end of the City Hall campus. The facility is being converted into our new Graphics and Printing office. This project will be completed in mid-October.

The construction of the City Hall improvements officially began on September 22 when our contractor, Bob Porter Company of Woodbine, MD broke ground on the foundations for the new fire stair on the south side of the building. This and a small addition to the Finance Department on the east side of City Hall, less than 250 square feet, are the only parts of the project that occur outside the envelope of the existing City Hall building.

The City Hall Renovation and Improvement project is designed to capture additional usable space in the building interior, to improve efficiency of workspaces for employees, provide additional meeting space, and reorganize and re-assign space among departments, reflective of the organizational changes that have occurred since the last City Hall project was completed in 1982.

## **Project Facts**

- The project is divided into three major phases and will take approximately fourteen months to complete. Projected completion date is December 2006.
- Access to City Hall, including access for persons with disabilities, will be maintained throughout the project.
- Despite temporary re-locations for some departments, each department will have a counter and maintain service to customers throughout the project.
- Life safety code compliance will be maintained throughout the project.
- Parking for visitors, handicapped, and special parking (Parc-Ilt, vanpool, Mayor and Council, etc.) will not be affected, except for very temporary interruptions. The 17 parking spaces in the rear lot that house the construction staging area will be replaced by parking across Maryland Ave. at one of the County-owned buildings, plus parking at 22. W. Jefferson that is provided in the lease.
- The Graphics and Printing Division will re-locate to their new home in the Bouic House in mid-October.
- During the first two phases of the project (Oct. 04 – May 05), the Information Technology Department will be re-located to temporary leased offices in the 22 W. Jefferson St. building.
- Meeting rooms will be affected in various phases. The Mayor and Council Chamber will be available throughout the project, although there will be some interruptions for sprinkler installation, improvements to storage, carpet replacement and other work. Meetings for Boards and Commissions will be moved to other City facilities.
- Restrooms will be affected in various phases. The restrooms adjacent to the City's Clerk's offices will not be affected.

## **Phase I (150 days)**

### **Second Floor**

- Fit out former Graphics and Printing Division area for Personnel Department and conference room.
- Remove atrium grand staircase; construct new staircase to connect 2<sup>nd</sup> and 3<sup>rd</sup> floors above existing stair between 1<sup>st</sup> and 2<sup>nd</sup> floors (stairs from atrium to Police Dept.)
- Convert atrium space to public lobby space, CPDS offices and conference room.
- Re-construct bathrooms adjacent to existing Personnel dept. offices, upgrade for ADA compliance.

### **Third Floor**

- Re-organize and re-fit out Finance dept. office area.
- Construct new Information Counter in existing atrium space.
- Construct new Cable TV Studios/Offices in existing Boards and Commissions Room.
- Re-construct bathrooms adjacent to existing Finance dept. offices, upgrade for ADA compliance.
- Construct new fire stair on south side of building to address Life Safety Code requirements.
- Retrofit sprinklers in Mayor and Council Chambers (may be moved to Phase II)

## Phase II (120 days)

### **Second Floor**

- Re-organize and re-fit out Community Planning and Development Services dept. offices and conference room.

### **Third Floor**

- Construct two new conference rooms in entrance lobby area (existing front counter space).
- Re-organize and re-fit out Information Technology dept. offices.
- Construct larger storage areas in Mayor and Council Chambers.
- Technology improvements to Mayor and Council Chambers.
- Re-organize and re-fit out Recreation and Parks dept. offices adjacent to new fire stair.

## Phase III (120 Days)

### **Second Floor**

- Re-organize and re-fit out Public Works dept. and conference room.

NOTE: Phases are separated by two weeks to accommodate moves, cabling, phone installations, systems furniture installations, etc.

There will be considerable dust, noise and disruption to normal routines throughout the project. Some inconvenience to customers will be unavoidable. For example, some CPDS and Public Works divisions will be moved temporarily to off-site locations. Every effort will be made to inform the public and customers of how to best access the services they require.

### **PREPARED BY:**

Burt Hall  
Burt Hall, Director of Recreation and Parks

9.28.04

Date

### **APPROVE:**

Catherine Tuck Parrish  
Catherine Tuck Parrish, Acting City Manager

9/28/04

Date

### **LIST OF ATTACHMENTS:**